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Email: bgs.postalcenter@vermont.gov/gbs/postal

State of Vermont Buildings and General Services

Postal Center

DID YOU KNOW?

Did you know that all you need to get inter/intra office mail to the intended locations is a valid BGS Postal Center zip+4?

05633-7601

To deliver to someone specific just add the persons name

Terry Lamos 05633-7601

or to a department

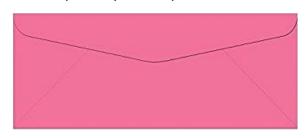
Postal Center 05633-7601

That's it!

Our current zip+4 list can be found under the Forms and Publications section of our website

WHAT IS PINK MAIL?

Pink mail is State government's inter/intra office mail that is distributed between the Montpelier and Waterbury complexes. It's name came from the primary use of pink colored envelopes.



Pink mail is a value added service provided by the BGS Postal Center for locations serviced by our program (any location issued a BGS Postal Center zip+4). The use of the zip+4 on your pink mail will guarantee next day delivery.

As we sort thousands of pieces of mail daily, pink envelopes quickly notify us that the mail is inter/intra office, but you can also send regular envelopes through pink mail by circling the delivery address in red ink.

Pink mail should be rubber banded separately from outgoing USPS mail or prestamped mail to ensure our mail sorters are able to get your mail where it needs to go quickly







PINK MAIL

OUTGOING

PRE-STAMPED